

# STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

## **INVITES APPLICATIONS FOR ASSOCIATE DIRECTOR, RECEPTION CENTERS DIVISION OF ADULT INSTITUTIONS CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**MONTHLY SALARY:**

**\$11,297 – \$11,749\***

**FINAL FILING DATE:**

**August 16, 2013**

Under the administrative direction of the Deputy Director, Facility Operations, the Associate Director is responsible for providing managerial direction, evaluation and coordination to the various Wardens assigned to the Reception Center and Camp Institutions, which is one of four mission-based areas. The Associate Director will direct and advise Wardens on matters related to all phases of the operation at existing institutions and new facilities as construction is completed. The Associate Director is responsible for the revision, and/or development of policies and procedures regulating the operation of institutions under his/her guidance; coordinating the application of existing and new policies with counterpart Associate Directors, to ensure uniformity and standardization, and instruction to the Wardens, as appropriate. He/she will coordinate mission-based activities with counterpart Associate Directors and other departmental and institutional management staff to ensure operational effectiveness and standardization. The Associate Director will ensure continuous alignment with Departmental strategic objectives and interact with the Regulations and Policy Management Branch concerning policy development.

Duties include but are not limited to:

- Conduct periodic on-site visits to Reception Center Institutions to meet with institution management teams to review and discuss issues related to: security, such as policies and procedures on the use of force, shooting, training, primary and secondary response, and post orders; housing policies, procedures and practices; effectiveness of overall operations to ensure all areas are working together to provide a safe and secure operation that is aligned with the strategic objectives of the Department; labor relations and equal employment opportunity issues and sensitive adverse action cases; litigation, both existing and new/potential, to ensure a cooperative and successful relationship with court monitors and other outside

entities involved in the operation of programs within Reception Center Institutions; and institution tours with the Warden to meet with program supervisory and line staff.

- Manage and supervise staff assigned to the Associate Director's Office; collaborate with staff to provide input for the development of evidence-based program performance metrics and evaluations; and review and utilize data from these sources to enable evidence-based decision-making and policy recommendations to the Department.
- Maintain constant communication with counterpart Associate Directors and departmental staff to meet the needs of the Reception Center Institutions and to facilitate knowledge of overall Department operations; and ensure alignment with strategic objectives; review resource allotments and expenditures, including trends and events; and initiate changes that will address efficient use of resources and ensure program effectiveness.
- Perform immediate reviews of major emergency incidents (inmate riots, staff assaults, escapes, etc.) and provide administrative direction, advice and consultation to Wardens on matters related to the program mission, and keep executive staff informed.
- Conduct periodic meetings with Wardens to discuss operational issues and review policies/procedures and required performance measures; and attend compliance review exit interviews of each assigned institution to obtain feedback on audit findings and ensure corrective action plans are written and compliance is met.
- Participate on advisory groups, interview panels, and various committees as a chair or member; and committees created to address specific issues related to the reception center mission or departmental operations.

#### **MINIMUM QUALIFICATIONS**

- Extensive experience in public administration, personnel management, and leadership
- Experience communicating effectively both orally and in writing
- Management experience in adult institution operations
- Experience and knowledge in operation planning

#### **ADDITIONAL QUALIFICATIONS**

Candidate must have a thorough knowledge of adult correctional organizations, State government, and the issues currently faced by CDCR. Must be able to communicate ideas logically and clearly, both orally and in writing, and should be a leader and motivator, using tact and persuasiveness in achieving results. Also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan organize and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace.

- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state and local laws and regulations, and experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission and successfully managing associated transitions in the workplace with minimal disruptions; and manage operations within budget and methods to increase/adjust appropriately, understand, manage and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation/statute application/promulgation process, and work/develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

**The Associate Director, Reception Centers is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.**

#### **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to these positions.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to these positions.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections and Rehabilitation background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer position shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these positions.

### **COMPENSATION AND BENEFITS**

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

### **ADDITIONAL INFORMATION**

***\*PLEASE NOTE that the salary amount cited on this Job Bulletin reflects a 4% increase that is pending control agency approval. The actual monthly compensation to be paid to the successful candidate will be a negotiated sum and determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations.***

### **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

### **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

### **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in

Sacramento, California. The Associate Director, Reception Centers serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

### **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Grace Pulsipher, Office of Executive Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 100S, Sacramento, California by August 16, 2013. For further information regarding this position, please contact Grace Pulsipher at (916) 324-6370 or [grace.pulsipher@cdcr.ca.gov](mailto:grace.pulsipher@cdcr.ca.gov).

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.gov.ca.gov](http://www.gov.ca.gov) or [www.gov.ca.gov/appointments](http://www.gov.ca.gov/appointments)

*Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Office of Executive Appointments as noted above in "How to Apply."*

### **DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: The overarching vision is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching mission is to improve public safety through evidence-based crime prevention and recidivism reduction strategies.*